

## MANAGEMENT POLICIES – SECTION I

### SECTION I: SAFETY

#### GENERAL SAFETY POLICIES

It is the policy of Truckee-Carson Irrigation District that the first consideration in the performance of work shall be the safety of employees. All reasonable methods, procedures, and equipment necessary to achieve this will be used. There will be no compromise with safety. Any of the following could result in your immediate termination: 1) willfully endangering yourself or another employee; 2) tampering with safety equipment and safety devices; and 3) three written safety violations within one year.

#### HEAD PROTECTION

Each employee shall wear protective helmets when working in areas where there is a potential for injury to the head from falling objects. The employees' supervisor shall ensure that this requirement is enforced. (12/7/99)

#### MANAGEMENT AND SUPERVISORS' RESPONSIBILITIES:

1. Provide or make available to each employee such protective equipment and clothing as necessary to perform the assigned work safely.
2. Provide employees with tools and equipment that are safe.
3. Provide employees with necessary instruction to perform all work safely.
4. Provide a continuing program of safety instruction through all available employee communication methods.
5. Engage in a continuing program of investigation of improved safety methods, techniques, concepts, and equipment and of adopting those deemed advantageous to the overall safety program.
6. Maintain a safe working environment by finding and controlling unsafe working conditions, practices, and procedures.
7. Indoctrinate all employees and new hires, prior to their commencing work, in the District safety program and the hazard communications program, as required by OSHA standards.
8. Attend any and all safety meetings required by management.
9. Hold "Tool Box" safety meetings at the beginning of every job and weekly thereafter. Maintain a signed record of attendance.
10. Provide access to Material Safety Data Sheets (MSDS) to all employees.
11. Investigate any accidents in conjunction with the Safety Committee.
12. New employees will have a safety orientation consisting of the following, as required for their job assignments.
  - a. Workplace Safety
  - b. Hazardous Materials
  - c. Bloodborne Pathogens
  - d. Respiratory Protection
  - e. Hearing Conservation
  - f. Confined Spaces Program
  - g. TCID Emergency Information Plan
  - h. Building Emergency Evacuation Plan

Training will be documented and placed in the employee's personnel file.

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### SAFETY RESPONSIBILITIES OF THE EMPLOYEE:

1. Report prior injuries or physical limitations to ensure that assigned work can be performed safely.
2. Comply with prescribed job procedures and instruction of supervisors.
3. Report ALL accidents and injuries immediately to a supervisor no matter how minor they may appear.
4. Wear the proper personal protective equipment, including hard hats, safety glasses, proper shoes, and appropriate clothing. There will be no exceptions to this requirement, and failure to comply will result in disciplinary action.
5. Hazardous conditions and other safety concerns must be reported immediately to a supervisor or safety director.
6. Know what to do in case of an emergency.
7. Consult the MSDS binder at your work location before using any hazardous material to ascertain what physical or health hazards are associated with it.
8. Contact a supervisor or the safety director when exposed to a hazardous material, either directly or indirectly.

### GENERAL SAFETY RULES

1. Whenever you are involved in any accident that results in personal injury or damage to property, no matter how small, the accident must be reported. Get first aid promptly.
2. Report immediately any condition or practice you think might cause injury or damage to equipment.
3. Do not operate any equipment, which in your opinion is not in a safe condition.
4. All prescribed safety and personal protective equipment should be used when required and maintained in a working condition.
5. Obey all company rules, governmental regulations, signs, markings, and instructions. Be particularly familiar with those that apply directly to you. If you don't know – ask.
6. When lifting, use the approved lifting technique; i.e., bend your knees, grasp the load firmly, then raise the load keeping your back as straight as possible. Get help for heavy loads.
7. Don't horseplay; avoid distracting others; be courteous.
8. Always use the right tools and equipment for the job. Use them safely and only when authorized.
9. Good housekeeping should always be practiced. Return all tools, equipment, materials, etc., to their proper places. Disorder wastes time, energy and material, and will often result in injury.
10. The use of drugs and/or intoxicating beverages is prohibited.

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### SAFETY COMMITTEE

The Safety Committee will consist of representation from the TCID Employees Association, supervisors, directors, and the Safety Director on a voluntary basis. The Committee will consist of seven members, with at least one person from each department. If no volunteers, a Committee will be appointed by the Safety Director. The Committee will meet at the minimum bimonthly.

Duties of the Safety Committee:

1. Review accident/injury reports and discuss corrective actions.
2. Review and discuss new or outstanding recommendations, projects, etc.
3. Maintain appropriate records of activities.
4. Actively participate in safety and health instruction programs and evaluate the effectiveness of these programs.
5. Regularly inspect the facility to detect unsafe conditions and practices, hazardous materials and environmental factors.
6. Plan improvements to existing safety and health rules, procedures and regulations.
7. Recommend suitable hazard elimination or reduction measures.
8. Periodically review and update existing work practices and hazard controls.
9. Assess the implication of changes in work tasks, operations and processes.
10. Monitor and evaluate the effectiveness of safety recommendations and improvements.
11. Compile and distribute safety and health, and hazard communications to the employees.
12. Immediately investigate any serious workplace accident. Complete an injury investigation checklist for each accident that occurs.
13. Review any injury report filed with the Safety Director.
14. Study and analyze accident and injury data.
15. Conduct semi-annual project-wide safety inspections.

### LOCKOUT-TAGOUT

#### 1. Purpose

This procedure establishes requirements for the lockout or tagout of energy isolating devices. It should be used to ensure that the machine or piece of equipment is isolated from all potentially hazardous energy and locked out or tagged out before employees perform any servicing or maintenance activities where the unexpected energization, start-up or release of stored energy could cause injury.

#### 2. Responsibility

Appropriate employees shall be instructed in the safety significance of the lockout (or tagout) procedures, as well as how to use those procedures, by the designated trainer. Only authorized employees may lockout or tagout machines or equipment.

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Authorized employees are identified on each Hazardous Energy Control Procedure (HECP) form.

Each new affected employee and any other employee whose work operations are or may be in the area should be instructed in the purpose and use of the lockout or tagout procedure.

Affected employees are identified on each Hazardous Energy Control Procedure form. They will be notified by the authorized employees whenever a lockout or tagout will occur, as well as when the equipment is being placed back in service.

It is the responsibility of management to approve all Hazardous Energy Control Procedures. Approvals can be given by the Safety Manager, Shop Manager or the Assistant O&M Supervisor.

### 3. Preparation for Lockout or Tagout

- Obtain the proper Hazardous Energy Control Procedure for the equipment or machine to be locked out or tagged out. Determine if changes need to be made to the procedures based on changes to the equipment and/or personnel.
- Identify all affected employees that may be involved in the impending lockout (or tagout).
- Obtain necessary locks (and/or tags) and devices to implement the lockout and/or tagout.

### 4. Sequence of Lockout or Tagout System Procedure

The specific lockout or tagout procedure for each machine or piece of equipment is detailed on the Hazardous Energy Control Procedure form. This form is used for documentation of the procedures. This document should be referred to before, during, and after a lockout or tagout operation.

The following Sections A & B were taken directly from the OSHA Appendix A 1910.147. It is intended to provide a general overview of a lockout procedure. Operations that don't need a separate Hazardous Energy Control procedure may use this procedure.

#### A. Sequence of Lockout or Tagout System Procedure

1. Notify all affected employees that a lockout or tagout system is going to be utilized and the reason thereof. The authorized employee shall know the type and magnitude of energy that the machine or equipment utilizes and shall understand the hazards thereof.
2. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress top button, open toggle switch, etc.).
3. Operate the switch, valve, or other energy isolating device(s) so that the equipment is isolated from its energy source(s). Stored energy (such as that in springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be dissipated or restrained by methods such as repositioning, blocking, bleeding down, etc.
4. Lockout and/or tagout the energy isolating devices with assigned individual lock(s) or tag(s).

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5. After ensuring that no personnel are exposed, and as a check on having disconnected the energy sources, operate the push button or other normal operating controls to make certain the equipment will not operate.
6. CAUTION: Return operating control(s) to “neutral” or “off” position after the test (de-energized state).
7. The equipment is now locked out or tagged out.

### B. Restoring Machines or Equipment to Normal Production Operations

1. After the servicing and/or maintenance is complete and equipment is ready for normal production operations, check the area around the machines or equipment to ensure that no one is exposed.
2. After all tools have been removed from the machine or equipment, guards have been reinstalled, and employees are in the clear, remove all lockout or tagout devices. Operate the energy isolating devices to restore energy to the machine or equipment.

### C. Procedure Involving More Than One Person

In the preceding steps, if more than one individual is required to lockout or tagout equipment, each shall place his/her own personal lockout (or tagout) device on the energy isolating device(s). When an energy isolating device cannot accept multiple locks or tags, a multiple lockout or tagout device (hasp) may be used. If lockout is used, a single lock may be used to lockout the machine or equipment with the key being placed in a lockout box or cabinet which allows the use of multiple locks to secure it. Each employee will then use his/her own lock to secure the box or cabinet. As each person no longer needs to maintain his or her lockout protection, that person will remove his/her lock from the box or cabinet.

## 5. Basic Rules for using Lockout or Tagout System Procedure

All equipment shall be locked out or tagged out to protect against accidental or inadvertent operation when such operation could cause injury to personnel. Do not attempt to operate any switch, valve, or other energy isolating device where it is locked (or tagged) out. Refer to your safety policies for further information. The District's disciplinary procedures apply to violation of the Lockout/Tagout Program.

## 6. Training and Annual Inspection

### A. Training

Training will be given by the Safety Manager or a designated representative. Affected and authorized employee training will consist of the following elements.

1. Review of 29 CFR 1910.147 “The Control of Hazardous Energy” requirements.
2. Type and magnitude of energy sources.
3. Purpose and use of the Hazardous Energy Control Procedures.
4. Nature and limitations of tags.
5. How to isolate equipment/machinery for lockout/tagout.
6. Conditions for restarting machinery/equipment of removing tags.

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The lockout/tagout training will be given to affected employees as part of orientation. A list of names and dates of training will be maintained.

Authorized employees will received training prior to their initial involvement with any lockout or tagout operation.

Retraining will be given for authorized and affected employees whenever there is a change in job assignment, a change in machines, or equipment or process that presents a new hazard or a change in the District's Hazardous Energy Control Procedure. Retraining will also be given whenever the annual inspection identifies a deficiency in the procedures.

### B. Annual Inspection

Each year an authorized employee, who is not involved in the HECF being inspected, will conduct an inspection of the Hazardous Energy Control Procedure (HECF). This will be accomplished by reviewing the HECF form with authorized employees. In addition, the authorized employee conducting the inspection will observe the actual implementation of the HECF.

When lockout is used the HECF will be reviewed with each authorized employee. Where tagout is used, HECF will be reviewed with both affected and authorized employees. This will be certified by the designated inspector on an annual basis. The documentation should include employee names, dates of the inspection, and the HECF form used.

### 7. Group Lockout/Tagout Procedure

This section of the Control of Hazardous Energy Procedure will be reviewed with all personnel affected or authorized by the group lockout/tagout before implementation of that job.

1. One authorized employee will be designated as responsible for the lockout/tagout.
2. The Hazardous Energy Control Procedure (HECF) will be reviewed with each group member.
3. If more than one crew or department is involve, one authorized employee will coordinate the lockout/tagout to ensure that all control measures are applied and that there is continuity of protection for the group.
4. Each authorized employee will affix the lockout or tagout device to the group lockout. Each lock must have that person's name affixed to it. Each authorized employee will remove their lockout or tagout device when they stop working on the equipment or machine being serviced.

### 8. Outside Service or Contractor Personnel

Outside personnel or contractors involved in operations relating to equipment or machinery lockout that affects our employees, must submit their energy control procedures to the Safety Manager or a designated representative. Affected employees must be trained and notified as outlined in this written program. The responsible manager for the affected area will ensure that outside personnel and affected employees are informed of the proper procedure.

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### CONFINED SPACE

#### 1. Definition

Means a tank, vessel, silo, vault, pit, open topped space more than 4 feet (1.2m) deep, pipeline, duct, sewer, tunnel, (1) having limited means of egress and/or (2) not designed for continuous employee occupancy and/or (3) has one or more of the following characteristics:

1. Less than 19.5% oxygen.
2. Flammable/combustible/explosive atmospheres present or able to be generated or enter into an area.
3. Toxic atmospheres present or able to be generated or enter into an area.
4. Areas not protected against entry of water, gas, sand, gravel, ore, grain, coal, biologicals, radiation, corrosive chemicals, or any other substance which could possibly trap, suffocate or harm a person.
5. Poor ventilation.
6. Restricts entry for rescue purposes.

#### 2. Responsibility of Entry Supervisors

The District shall ensure that each entry supervisor:

- (1) Knows the hazards that may be faced during entry, including information on the mode, signs, or symptoms, and consequences of the exposure;
- (2) Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
- (3) Terminates the entry and cancels the permit as required by this section;
- (4) Verifies that rescue services are available and that the means for summoning them are operable;
- (5) Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
- (6) Determines, whenever responsibility for a permit space entry operation is transferred and at intervals dictated by the hazards and operations performed within the space, that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

#### 3. Permit System

- (1) Before entry is authorized, the District shall document the completion of measures required by this section by preparing an entry permit.
- (2) Before entry begins, the entry supervisor identified on the permit shall sign the entry permit to authorize entry.
- (3) The completed permit shall be made available at the time of entry to all authorized entrants, by posting it at the entry portal or by any other

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equally effective means, so that the entrants can confirm the pre-entry preparations have been completed.

- (4) The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit in accordance with this section.
- (5) The entry supervisor shall terminate entry and cancel the entry permit when:
- (6) The entry operations covered by the entry permit have been completed; or
- (7) A condition that is not allowed under the entry permit arises in or near the permit space.
- (8) The District shall retain each cancelled entry permit for at least one (1) year to facilitate the review of the permit-required confined space program required by this section. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made.
- (9) Comply with all applicable State and Federal regulations per 29 CFR 1910.146.

### 4. Entry Permit

The entry permit that documents compliance with this section and authorizes entry to a permit space shall identify:

- (1) The permit space to be entered;
- (2) The purpose of the entry;
- (3) The date and the authorized duration of the entry permit;
- (4) The authorized entrants within the permit space by name or by such other means (for example, through the use of rosters or tracking systems) as will enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
- (5) The personnel, by name, currently serving as attendants;
- (6) The individual, by name, currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorized entry;
- (7) The hazards of the permit space to be entered;
- (8) The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
- (9) The acceptable entry conditions;
- (10) The results of initial and periodic tests performed accompanied by the names or initials of the testers and by an indication of when the tests were performed;
- (11) The rescue and emergency services that can be summoned and the means (such as the equipment to use and the numbers to call) for summoning those service;

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- (12) The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
- (13) Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance with this section;
- (14) Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety, and
- (15) Any additional permits that have been issued to authorize work in the permit space.

### 5. Training

- (1) The employer shall provide training so that all employees whose work is regulated by this section acquire the understanding, knowledge, and skills necessary for the safe performance of the duties assigned under this section.
- (2) Training shall be provided to each affected employee:
  - (i) Before the employee is first assigned duties under this section;
  - (ii) Before there is a change in assigned duties;
  - (iii) Whenever, there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;
  - (iv) Whenever the District has reason to believe either that there are deviations from the permit space entry procedures required by this section or that there are inadequacies in the District's knowledge or use of these procedures.
- (3) The training shall establish employee proficiency in the duties required by this section and shall introduce new or revised procedures, as necessary, for compliance with this section.
- (4) The District shall certify that the training required by this section has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training. The certification shall be available for inspection by employees and their authorized representatives.

### 6. Duties of Authorized Entrants

The District shall ensure that all authorized entrants:

- (1) Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- (2) Properly use equipment as required by this section;
- (3) Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space.

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- (4) Alert the attendant whenever:
  - (i) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or
  - (ii) The entrant detects a prohibited condition;
- (5) Exit from the permit space as quickly as possible whenever:
  - (i) An order to evacuate is given by the attendant or the entry supervisor;
  - (ii) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
  - (iii) The entrant detects a prohibited condition; or
  - (iv) An evacuation alarm is activated.

### 7. Duties of Attendants

The District shall ensure that each attendant:

- (1) Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- (2) Is aware of possible behavioral effects of hazard exposure in authorized entrants;
- (3) Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants under this section accurately identifies who is in the permit space;
- (4) Remains outside the permit space during entry operations until relieved by another attendant;
- (5) Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space.
- (6) Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions;
  - (7) If the attendant detects a prohibited condition;
  - (8) If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
  - (9) If the attendant detects a situation outside the space that could endanger the authorized entrants; or
  - (10) If the attendant cannot effectively and safely perform all the duties required under this section.
- (11) Summon rescue and other emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards.
- (12) Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway;

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- (13) Warn the unauthorized persons that they must stay away from the permit space;
- (14) Performs non-entry rescues as specified by the District's rescue procedure; and
- (15) Performs no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

### 8. Identification of Hazards

1. Oxygen deficiency
2. Combustible/flammable/explosive atmospheres
3. Toxic gases or vapors
4. Physical hazards
  - Grinding
  - Agitators
  - Steam
  - Mulching
  - Falling/tripping
  - Other moving parts
5. Corrosive chemicals
6. Biologicals
7. Unknowns
  - Electrical
  - Rodents/Snakes/Spiders
  - Lightning (poor visibility)
  - Wind
  - Weather
  - Insecure footing

#### How Hazards Occur:

1. Previously stored products/chemicals
2. Unexplained leaks/spills (Ex:  $CL_2$ , Acetylene, Ammonia,  $H_2O$ )
3. Chemical Reactions
  - A. Manufacturing process
  - B. Products stored
  - C. Drying of paints
  - D. Oxidation/reduction
  - E. Cleaning with acids/solvents/etc.
  - F. Rusting of metals
  - G. Rotting/decomposing/fermentation
  - H. Changing Batteries -  $H\uparrow$ 
    - Telephone vaults
    - Basements
    - Tunneling operation
4. Operations accomplished within space
  - A. Welding
  - B. Painting
  - C. Mucking (sludge clean-out procedures)
  - D. Scrapping/sand blasting
5. Inerting with non-flammable products (Ex:  $CO_2$ ,  $N_2$ ,  $H_2O$ )

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### CONTROL OF ATMOSPHERIC AND ENGULFMENT HAZARDS

*Surveillance:* The surrounding area shall be surveyed to avoid hazards such as drifting vapors from tanks, piping, or sewers.

*Testing:* The confined space atmosphere shall be tested to determine whether dangerous air contamination and/or oxygen deficiency exists. A direct reading gas monitor shall be used. Testing shall be performed by the SUPERVISOR who has successfully completed the gas detector training for the monitor he will use. The minimum parameters to be monitored are oxygen deficiency, LFL, and hydrogen sulfide concentration. A written record of the pre-entry test results shall be made and kept at the work site for the duration of the job. Affected employees shall be able to review the testing results. The most hazardous conditions shall govern when work is being performed in two adjoining, connected spaces.

*Space Ventilation:* Mechanical ventilation systems, where applicable, shall be set at 100% outside air. Where possible, open additional manholes to increase air circulation. Use portable blowers to augment natural circulation if needed. After a suitable ventilating period, repeat the testing. Entry may not begin until testing has demonstrated that the hazardous atmosphere has been eliminated

*Entry Procedures:* The following procedure shall be observed under any of the following conditions:

- Testing demonstrates the existence of dangerous or deficient conditions and additional ventilation cannot reduce concentrations to safe levels,
- The atmosphere tests as safe but unsafe conditions can reasonably be expected to develop:
- It is not feasible to provide for ready exit from spaces equipped with automatic fire suppression systems and it is not practical or safe to deactivate such systems; or 4.) An emergency exists and it is not feasible to wait for pre-entry procedures to take effect.

All personnel must be trained. A self-contained breathing apparatus shall be worn by any person entering the space. At least one worker shall stand by the outside of the space ready to give assistance in case of emergency. The standby worker shall have a self-contained breathing apparatus available for immediate use. There shall be at least one additional worker within sight or call of the standby worker. Continuous powered communications shall be maintained between the worker within the confined space and standby personnel.

### RESPIRATORY PROTECTION

For those situations in which an employee would require respiratory protection, the District will provide the necessary and applicable personal protective equipment.

- The respirator will be assigned and fitted for personal use.
- The employee will be provided training in respirator use, cleaning, and storage.

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- The employee will complete a medical questionnaire prior to being assigned a respirator. Those employees who have respiratory or heart conditions will not be required to participate in work assignments which require the use of respirators.
- A physical especially for use of respirators will be paid for by the District if performed by the District-assigned physician as required. Test results will be provided to the District by the physician and will be filed in the employee's personnel file.

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SAFETY FORMS

**SAFETY VIOLATION**

You are notified that you have violated the following company safety rule:

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This is your \_\_\_\_\_ first, \_\_\_\_\_ second, \_\_\_\_\_ third notice for a safety violation.

You are reminded that the company considers the safety of its employees to be most important. Accordingly, any of the following will result in your immediate termination:

- A) Willfully endangering another employee
- B) Tampering with safety equipment
- C) Three safety violations in one year

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Employee

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Date

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Supervisor

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Date

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**EMPLOYEE SAFETY INFORMATION FORM**

This form is for use by employees who wish to provide a safety suggestion or report an unsafe workplace condition or practice.

Description of unsafe condition or practice

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Causes or other contributing factors

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Employee's suggestion for improving safety

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Has this matter been reported to the area supervisor?      Yes \_\_\_ No \_\_\_

Employee Name (Optional)

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Department \_\_\_\_\_ Date \_\_\_\_\_

*Employees are advised that the use of this form or other reports of unsafe conditions or practices are protected by law. It is illegal for the employer to take any action against an employee for reporting any possible safety hazards.*

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**HAZARDOUS ENERGY CONTROL INVENTORY**

Department:

\_\_\_\_\_

Supervisor:

\_\_\_\_\_

Date:

\_\_\_\_\_

–

Equipment/Energy Source\* Requiring Control

(Include Name, Model, Serial No. and location of equipment energy source.)

1. \_\_\_\_\_

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2. \_\_\_\_\_

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3. \_\_\_\_\_

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4. \_\_\_\_\_

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5. \_\_\_\_\_

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6. \_\_\_\_\_

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7. \_\_\_\_\_

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8. \_\_\_\_\_

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9. \_\_\_\_\_

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10. \_\_\_\_\_

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- 11. \_\_\_\_\_  
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- 12. \_\_\_\_\_  
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- 13. \_\_\_\_\_  
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- 14. \_\_\_\_\_  
–
- 15. \_\_\_\_\_  
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**HAZARDOUS ENERGY CONTROL PROCEDURE**

Date: \_\_\_\_\_

Equipment: \_\_\_\_\_

Location: \_\_\_\_\_

Authorized Employees: \_\_\_\_\_

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\_\_\_\_\_

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Procedure: 1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_

7) \_\_\_\_\_

8) \_\_\_\_\_

9) \_\_\_\_\_

10) \_\_\_\_\_

11) \_\_\_\_\_

12) \_\_\_\_\_

13) \_\_\_\_\_

14) \_\_\_\_\_

15) \_\_\_\_\_

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**CONFINED SPACE SURVEY FORM**

Date of survey \_\_\_\_\_ Confined Space # \_\_\_\_\_ Permit Required Yes\_\_No\_\_

Location of Space

\_\_\_\_\_  
–  
\_\_\_\_\_

Description of Space

\_\_\_\_\_  
–  
\_\_\_\_\_

Possible atmospheric hazards

\_\_\_\_\_  
–

Possible content hazards

\_\_\_\_\_  
–  
\_\_\_\_\_

Configuration of space

\_\_\_\_\_  
–  
\_\_\_\_\_

Unusual hazards

\_\_\_\_\_  
–  
\_\_\_\_\_

Can be bodily entered?	Yes	No	Hazardous atmosphere?	Yes	No
Limited or restricted entry?	Yes	No	Potential for engulfment?	Yes	No
Not designed for continuous?	Yes	No	Internal configuration hazard?	Yes	No
Human occupancy?			Other serious safety hazard?	Yes	No

Reasons for entering space & typical activities \_\_\_\_\_

\_\_\_\_\_  
–

Who usually enters space \_\_\_\_\_

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Frequency of entry \_\_\_\_\_

Number of entry points \_\_\_\_\_

External connections to space \_\_\_\_\_

\_\_\_\_\_

–

\_\_\_\_\_

–

Survey completed by: (print & sign) \_\_\_\_\_

**CONFINED SPACE ENTRY PERMIT**

Job Location \_\_\_\_\_ Date \_\_\_\_\_

Purpose of Entry

\_\_\_\_\_

Permit expiration date and time \_\_\_\_\_

Past use of confined space

\_\_\_\_\_

\_\_\_\_\_

–

Opening size \_\_\_\_\_ Space

dimensions \_\_\_\_\_

Hazard Check List:

Atmosphere monitoring instrument (type, make, model, s.n.) \_\_\_\_\_

\_\_\_\_\_

–

Electrical, mechanical, hydraulic power locked out by \_\_\_\_\_

\_\_\_\_\_

–

\_\_\_\_\_

–

Emergency exit

\_\_\_\_\_

Rescue Team notification

\_\_\_\_\_

Ventilation

\_\_\_\_\_

Personal protective equipment

\_\_\_\_\_

SCBA MUST BE USED FOR ALL UNKNOWN  
ATMOSPHERE OR CLEANING OPERATIONS

MANAGEMENT POLICIES – SECTION I

Communication

---

Lighting \_\_\_\_\_ Temperature Control

Initial oxygen level \_\_\_\_\_ Initial L.E.L. Level

Other contaminant and level

---

Specialized Equipment

---

**CONFINED SPACE ENTRY PERMIT  
PERSONNEL CHECK LIST**

Hole Watch(print) \_\_\_\_\_(sign) \_\_\_\_\_

Entry Personnel(print) \_\_\_\_\_(sign)

\_\_\_\_\_  
(print) \_\_\_\_\_(sign)

\_\_\_\_\_  
(print) \_\_\_\_\_(sign)

\_\_\_\_\_  
(print) \_\_\_\_\_(sign)

\_\_\_\_\_  
(print) \_\_\_\_\_(sign)

\_\_\_\_\_  
(print) \_\_\_\_\_(sign)

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(print) \_\_\_\_\_(sign)

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(print) \_\_\_\_\_(sign)

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(print) \_\_\_\_\_(sign)

\_\_\_\_\_  
(print) \_\_\_\_\_(sign)

\_\_\_\_\_  
(print) \_\_\_\_\_(sign)

\_\_\_\_\_

MANAGEMENT POLICIES – SECTION I

(print) \_\_\_\_\_(sign)

\_\_\_\_\_

Supervisor (print) \_\_\_\_\_(sign)

\_\_\_\_\_

Medical (print) \_\_\_\_\_(sign)

\_\_\_\_\_

Rescue Coordinator (print) \_\_\_\_\_(sign)

\_\_\_\_\_

Time of entry \_\_\_\_\_ Time of exit \_\_\_\_\_

Date and time permit terminated

\_\_\_\_\_

Note: By signing this form, the supervisor and entry personnel are certifying that they have been trained and are qualified for proper confined space entry and the operation to be performed.